

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: User Responsibility	
Policy Number: CUP 06	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 3

PURPOSE:

This policy applies to all Montana Chemical Dependency Center employees and Montana Chemical Dependency Center contractors using a state computer. This policy does not apply to students/employees of the Montana University Systems who are employed by the System and are not full time employees.

POLICY:

Each user of the Montana Chemical Dependency Center's computing and information resources should realize the fundamental importance of information resources and is responsible for the safe keeping of these resources. Users and system administrators must guard against abuses that disrupt or threaten the viability of all systems; including those on the State network and those on networks to which State systems are connected.

PROCEDURE:

Each user is responsible for having knowledge of the Montana Chemical Dependency Center's policies concerning security and care for their computer. It is the responsibility of the State to educate its management and staff about these policies; to educate its employees about the dangers of computer abuse and its threat to the operation of the State computer network; and educate its management and staff about proper ethical behavior, acceptable computing practices, and copyright and licensing issues.

Each user of the Montana Chemical Dependency Center's computing and information resources must act responsibly. Each user is responsible for the integrity of these resources. All users of State-owned or State-leased computing systems must be knowledgeable of and adhere to Montana Chemical Dependency Center policies, respect the rights of other users by minimizing unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource, respect the integrity of the physical facilities and controls, and obey all federal, state, county, and local laws and ordinances. All employees must abide by these policies, relevant laws and contractual obligations, and appropriate ethical standards.

Montana Chemical Dependency Center computing facilities and User IDs are to be used for the job-related activities for which they are assigned. Montana Chemical Dependency Center computing resources are not to be used for the following: private commercial purposes, non-State-related activities (including games or

software that is not required for employees job responsibilities), or non-State standard software. The Information Systems Technician for the use of software for which a Montana Chemical Dependency Center standard exists can grant exceptions.

CONSENT FORM- All Montana Chemical Dependency Center employees or contractors with the state who have access to the Internet, e-mail, or other online services, will sign a consent form indicating that they have knowledge of the state's policies and procedures in regards to the use of state computing resources. Privacy in using the state's computer systems is not guaranteed. Therefore, employees should not have any expectations of privacy when using the Internet, e-mail, or other computer services.

MISUSE OF COMPUTER RESOURCES - The following items represent, but do not fully define, misuse of computing and information resources:

Using computer resources to create, access, download, or disperse derogatory, racially offensive, sexually offensive, harassing, threatening, or discriminatory materials. Downloading, installing, or running security programs or utilities, which reveal weaknesses in the security of the state's computer resources unless a job specifically requires it.

Use of computers and User IDs for which there is no authorization, or use of user IDs for purpose(s) outside of those for which they have been issued.

Attempting to modify, install, or remove computer equipment, software, or peripherals without proper authorization. This includes installing any non-work related software on State-owned equipment.

Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the State. (That is, if you abuse the networks to which the State has access or the computers at other sites connected to those networks, the State will treat this matter as an abuse of your computing privileges.)

Circumventing or attempting to circumvent normal resource limits, logon procedures, and security regulations. The use of computing facilities, User IDs, or computer data for purposes other than those for which they were intended or authorized. Sending fraudulent e-mail, breaking into another user's e-mailbox, or unauthorized personnel reading someone else's e-mail without his or her permission. Sending any fraudulent electronic transmission, including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or journal vouchers, or fraudulent electronic authorization of purchase requisitions or journal vouchers.

Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization. Taking advantage of another user's naiveté or negligence to gain access to any User ID, data, software, or file that is not your own and for which you have not received explicit authorization to access. Physically interfering with other users' access to the State's computing facilities. Encroaching on or disrupting others' use of the Montana Chemical Dependency Center's shared network resources by creating unnecessary network traffic (for example, playing games or sending excessive messages); wasting computer time, connect time, disk space, or other resources; modifying system facilities, operating systems, or disk partitions without

authorization; attempting to crash or tie up a Montana Chemical Dependency Center computer; damaging or vandalizing Montana Chemical Dependency Center computing facilities, equipment, software, or computer files).

Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner. Reading other users' data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission. Knowingly transferring or allowing to be transferred to, from or within the agency, textual or graphical material commonly considered to be child pornography or obscene as defined in 45-8-201(2), MCA.

REPORTING AND DISCIPLINARY ACTION - Users will cooperate with Information Systems Technician requests for information about computing activities; follow agency procedures and guidelines in handling diskettes and external files in order to maintain a secure, virus-free computing environment; follow agency procedures and guidelines for backing up data and making sure that critical data is saved to an appropriate location; and honor the Acceptable Use Policies of any non-State networks accessed. Users will report unacceptable use and other security violations to their immediate supervisor, to local personnel responsible for local network policy enforcement, or to personnel responsible for the security and enforcement of network policies where the violation originated. Misuse of the Montana Chemical Dependency Center's computer resources may result in an agency taking disciplinary action appropriate to the misuse, up to and including termination.

Revisions: _____

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Name	Title	Date

Approved By: _____	<u>01/01/02</u>
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